Republic of the Philippines
TANZA WATER DISTRICT
A. Soriano Highway, Tanza, Cavite
Tel. Nos.: (046) 434-9497 / (046) 505-2906

# GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016

The Tanza Water District (TWD) shall consider similarities and relationship of tasks and responsibilities to determine the most appropriate grouping or clustering of delivery units.

Delivery Units eligible to the PBB shall be forced ranked acoording to the following categories:

| RANKING | | PERFORMANCE CATEGORY |
|---|---|---|
| Top | 10% | BEST delivery unit |
| Next | 25% | BETTER delivery unit |
| Next | 65% | GOOD delivery unit |

The Tanza Water District shall use the CSC - Approved Strategic Performance Management System (SPMS) in rating the performance of its First and Second Level officials and employees.

All 62 employees entitled to PBB of the Tanza Water District have an adjectival rating of Very Satisfactory (VS). No employees had a Satisfactory or Unsatisfactory or Poor Rating.

| PERFORMANCE CATEGORY | PBB as % of Monthly Basic Salary |
|---|---|
| BEST DELIVERY UNIT (10%) | 65% |
| BETTER DELIVERY UNIT (25%) | 57.50% |
| GOOD DELIVERY UNIT (65%) | 50% |

Consequently, the PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000.00.

KAREN P. MAESTRADO
DMB - AGSD

Date: JAN 11 2017

Engr. MYRNA P. BOBADILLA
General Manager

Date: JAN 11 2017

## REPORT ON RANKING OF OFFICES / DELIVERY UNITS

Department / Agency: **TANZA WATER DISTRICT**

| Details for Head of Agency | | | |
|---|---|---|---|
| **Name** | **Salary Grade** | **Months in Service in 2016** | **Amount of PBB** |
| **Engr. Myrna P. Bobadilla** | **27** | 12 months | 48,059.05 |

| Ranking | Name of Delivery Units | Rate of accomplishment of targets (in %) | Ranking of Employees | | | |
|---|---|---|---|---|---|---|
| | | | Names of Employee | Salary Grade | Months in Service in 2016 | Amount of PBB |
| 2.1 Best (10%) | Administrative and General Services Division | 120.55% | Arca, Marvin M. | 8 | 12 months | 9,989.20 |
| | | | Bautista, Inocencio Jr. A. | 8 | 12 months | 9,989.20 |
| | | | Bernardo, Adrielie C. | 10 | 12 months | 11,524.50 |
| | | | Bobadilla, Leonides M. | 12 | 12 months | 13,423.15 |
| | | | Custodio, Jay M. | 8 | 12 months | 9,989.20 |
| | | | dela Cruz, Paul Grayson A. | 6 | 12 months | 8,695.70 |
| | | | Maestrado, Karen P. | 23 | 12 months | 33,686.90 |
| | | | Montano, Ara H. | 6 | 12 months | 8,695.70 |
| | | | Vista, Samuel O. | 12 | 12 months | 13,423.15 |
| **TOTAL BEST** | | | | | | **119,416.70** |
| 2.2 Better (25%) | Accounting and Cash Management Division | 103.93% | Alagon, Gladys P. | 8 | 12 months | 8,836.60 |
| | | | Arca, Maureen A. | 6 | 12 months | 7,692.35 |
| | | | Arenal, Chelsea S. | 13 | 12 months | 12,838.60 |
| | | | Bobadilla, Melanie P. | 23 | 12 months | 33,686.90 |
| | | | Custodio, Michelle G. | 15 | 12 months | 15,060.40 |
| | | | Joya, Jeffrey Carlo A. | 4 | 12 months | 6,703.35 |
| | | | Olaes, Laarni S. | 14 | 12 months | 13,881.08 |
| | | | San Juan, Jason M. | 8 | 12 months | 8,836.60 |
| **TOTAL BETTER** | | | | | | **107,535.88** |

## REPORT ON RANKING OF OFFICES / DELIVERY UNITS

| Ranking | Name of Delivery Units | Rate of accomplishment of targets (in %) | Ranking of Employees | | | |
|---|---|---|---|---|---|---|
| | | | Names of Employee | Salary Grade | Months in Service in 2016 | Amount of PBB |
| 2.3 Good (65%) | Water Resources, Planning and Design Division | 101.72% | Abeledo, Shirley F. | 4 | 12 months | 5,829.00 |
| | | | Arbues, Ronald M. | 6 | 12 months | 6,689.00 |
| | | | Badion, Jefferson A. | 6 | 12 months | 6,689.00 |
| | | | Baluyot, Jose Noel C. | 6 | 12 months | 6,689.00 |
| | | | Fojas, Elcid M. | 4 | 12 months | 5,829.00 |
| | | | Jordan, Benner F. | 4 | 12 months | 5,829.00 |
| | | | Linis, Nelson V. | 4 | 12 months | 5,829.00 |
| | | | Memije, Rowell A. | 4 | 12 months | 5,829.00 |
| | | | Pareja, Wilmer P. | 4 | 12 months | 5,829.00 |
| | | | Pitong, Rustico A. | 8 | 12 months | 7,684.00 |
| | | | Plata, Michael S. | 4 | 12 months | 5,829.00 |
| | | | Reyes, Benjamin Jr. A. | 8 | 12 months | 7,684.00 |
| | | | Romano, Joselito C. | 6 | 12 months | 6,689.00 |
| | | | Santillan, Aldrin A. | 6 | 12 months | 6,689.00 |
| | | | Santillan, Jay A | 4 | 12 months | 5,829.00 |
| | | | Sereno, Reomar F. | 8 | 12 months | 7,684.00 |
| | | | Tamani, Warlito M. | 12 | 12 months | 10,325.50 |
| | | | Tec, Erwin A. | 16 | 12 months | 18,471.05 |
| | | | Urias, Roy C. | 6 | 12 months | 6,689.00 |
| | Customer Accounts and Services Division | 100.00% | Aducal, Raul D. | 12 | 12 months | 10,325.50 |
| | | | Arca, Jhello D. | 6 | 12 months | 6,689.00 |
| | | | Arenal, Mira Iris H. | 23 | 12 months | 33,686.90 |
| | | | Cenizal, Robert C. | 4 | 12 months | 5,829.00 |
| | | | Cesa, Charliza A. | 4 | 12 months | 5,829.00 |
| | | | Cesa, Esmael A. | 12 | 12 months | 10,325.50 |
| | | | Cesa, Jojo A. | 4 | 12 months | 5,829.00 |
| | | | dela rosa, Angelo A. | 14 | 12 months | 12,070.50 |
| | | | Gonzales, Francis N. | 6 | 12 months | 6,689.00 |
| | | | Gonzales, Yasser Wassif J. | 4 | 12 months | 5,829.00 |
| | | | Mayuyo, Rochelle A. | 4 | 12 months | 5,829.00 |
| | | | Montano, Aldwin A. | 4 | 12 months | 5,829.00 |
| | | | Modrigo, Jay Arr N. | 6 | 12 months | 6,689.00 |
| | | | Parane, Edgar A. | 10 | 12 months | 8,865.00 |
| | | | Pereña, Loralei U. | 12 | 12 months | 10,325.50 |
| | | | Sambile, Nathaniel R. | 6 | 12 months | 6,689.00 |
| | | | Vila, Arnold A. | 5 | 12 months | 6,244.00 |
| | | | Villaluz, Miguela A. | 8 | 12 months | 7,684.00 |

## REPORT ON RANKING OF OFFICES / DELIVERY UNITS

| Ranking | Name of Delivery Units | Rate of accomplishment of targets (in %) | Ranking of Employees | | | |
|---|---|---|---|---|---|---|
| | | | Names of Employee | Salary Grade | Months in Service in 2016 | Amount of PBB |
| 2.3 Good | Contstruction and Maintenance Division | 100.00% | Aducal, Fortunato F. | 10 | 12 months | 8,865.00 |
| | | | Felizardo, Ma. Ronella H. | 4 | 12 months | 5,829.00 |
| | | | Gatdula, Robert V. | 4 | 12 months | 5,829.00 |
| | | | Mendiola, Felicismo Jr. E. | 8 | 12 months | 7,684.00 |
| | | | Robles, Nicanor O. | 6 | 12 months | 6,689.00 |
| | | | Rustia, Gerry M. | 18 | 12 months | 21,743.80 |
| | | | Salazar, Richard R. | 13 | 12 months | 11,164.00 |
| | | | **Total Good** | | | 367,675.25 |
| **TOTAL** | | | | | | **642,686.88** |

**Engr. MYRNA P. BOBADILLA**
General Manager

**January 11, 2017**
Date

**Form 1.0**
**REPORT ON RANKING OF OFFICES/DELIVERY UNITS**

**Department/Agency: TANZA WATER DISTRICT**

| |
|---|
| 1.0 **Summary of Information Required** |
| 1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units **5 Delivery Units** |
| 1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved their performance targets **5 Delivery Units** |
| 1.3 Total No. of Filled Positions as of November 30, 2016 **64 employees** |
| 1.4 Total No. of Officials and Employees Entitled to PBB **62 employees** |
| 1.5 Total Amount Required for Payment of PBB **Php 642,686.88** |
| |

**KAREN P. MAESTRADO**
DMB - AGSD
January 13, 2017

**Engr. MYRNA P. BOBADILLA**
General Manager
January 13, 2017